

**City of Redmond, Washington
Purchasing Division, M/S: 3SFN
15670 NE 85th Street
P.O. Box 97010
Redmond, WA 98073-9710**

Invitation for Maintenance Service Bid

Overhead Door & Rolling Entrance Gate Maintenance & Repair Services

The city is interested in receiving bids for Overhead Door & Rolling Gate Maintenance Services & Repairs.

IFB 10214-10/DET

Scope of Work:

The City of Redmond, Washington invites licensed professional contractors to submit bids for the above referenced Invitation for Bid. This IFB is intended to secure a public bid for city wide service, on-call 24 hours a day, with a minimum four hour guaranteed response time to site; where breakdowns or damage may have occurred to a city facility.

Mandatory Pre-bid/Walkthrough Meeting:

A pre-bid/walkthrough meeting will be held on Tuesday, May 25, 2010 at 9:30 AM, in the **Lobby** of the **Public Safety Building**, located on the municipal campus at 8701 160th Ave. NE, Redmond, WA 98052. **Pre-registration will be required by calling Public Works Facilities Supervisor, Tim Fountain, (425) 556-2716 to confirm your attendance.** Bidders will be escorted within and around the Public Safety Building. Parking is available in open lots between the Senior Center and the Public Safety Building. Attendees will be required to drive to other locations such as Fire Station #11, located 8450 161st Ave. NE, Redmond, WA 98052, and the MOC Parks and Public Works area located 18080, & 18120 NE 76th St., Redmond, WA 98052, to complete the Tour.

Bid Due:

3:00 PM (local time) Thursday, June 10th, 2010. The City of Redmond –Purchasing Division must receive bids no later than the stated date and time. Responses may be mailed to: City of Redmond, Purchasing Operations, 3SFN, PO Box 97010, Redmond WA 98073-9710. Faxed to (425-556-2185, or hand delivered to the 3rd floor, south wing,

Redmond City Hall, MS: 3SFN, 15670 NE 85th Street. Email response submittals will not be accepted.

Bid Response Requirements & Format:

The City requests that all bids/proposals provide an itemized breakdown of the job function requirements for locations identified during the walk-through's, including staff requirements, equipment needed, estimated process time by location for a Semi-Annual Inspection.

All labor performed under this IFB falls within the definition of a Public Work found under the revised codes of Washington (RCW 39.04.010), wages must be paid per published prevailing wage rates. The rules and regulations of the Department of labor and Industries and the schedule of prevailing wage rates for the greater Redmond area can be obtained from the department's website at [www.lni.wa.gov/prevailing wage/](http://www.lni.wa.gov/prevailing_wage/).

The City will require the awarded Supplier/Contractor to:

- 1). Furnish proof of insurance with signed endorsement, naming the City as "additional insured" before work may commence.
- 2). Provide proof of a valid Washington State License.
- 3). The awarded contractor will be required to obtain a City of Redmond Business License prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City. An electronic version of the Business License Application will be provided and posted with the Bid on the City of Redmond's web site.
- 4). File a "Statement of Intent to Pay Prevailing Wages" (L&I form # 700-029-000) with the State of Washington, Department of Labor & Industries and furnish the City with an approved copy. Upon satisfactory completion of work & the City's receipt of the approved form, 80% of the contracted amount will be eligible for initial payment.
- 5). File an "Affidavit of Wages Paid" (L&I form # F700-007-000) with the State of Washington, Department of labor & Industries and furnish the City with an approved copy. Upon receipt of the approved form, the retained 20% will be eligible for release to supplier/contractor.

Selection & Award:

Selection & Award: This purchase shall be awarded to the supplier/contractor who provides the lowest responsible bid that, in the opinion of the City, meets all specification criteria. The City reserves the right to award all or part of the work to the successful contractor. Upon selection of supplier/contractor, the city will issue a purchase order to procure identified product and installation services as specified in the City's scope of work. Shipping will be FOB Destination and includes on-site installation. The City's purchase order (boilerplate) terms and conditions shall govern the purchase. The City of Redmond reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

Questions/Inquiries: Please direct any questions pertaining to this request to the city agent listed below. No other city official or employee is empowered to speak for the city with respect to this acquisition. Any information obtained from any non-approved source shall not be binding and may disqualify your proposal.

Dale E. Taylor, C.P.M.
Purchasing Agent
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